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14 MAR 1956

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MEMORANDUM FOR: Chief, Administrative Staff ✓  
Chief, Planning Staff  
Chief, Security Staff  
Chief, Printing Services Division  
Chief, Procurement Division  
A/Chief, Real Estate & Construction Division  
Chief, Supply Division  
Chief, Transportation Division

SUBJECT: Establishment of a Liaison Program With the  
Department of Defense

REFERENCE: Memorandum from D/L to Multiple Addressees dated  
1 Feb 1956, Subject: Security Clearances for  
Liaison Contacts with Other Federal Agencies

1. Review and analysis of the reports submitted in accordance with the referenced memorandum reveal that the Office of Logistics must maintain liaison contact with various offices of the Department of Defense, that several divisions of the Office of Logistics must effect liaison with the same Department of Defense office or element thereof, and that there is a necessity for maintaining security clearances on certain individuals for a one-time contact or in anticipation of a contemplated requirement.

2. Analysis also indicated that security clearances are still being maintained by the Office of Logistics for which there is no realistic need. Therefore, it is requested that all Staff and Division Chiefs once again review reported contacts, and in the future, in order to maintain a current file of official security clearances, changes as they occur will be reported to the Security Staff which is hereby designated as the official custodian of the Department of Defense liaison roster for the Office of Logistics.

3. To insure that an effective liaison program is instituted and maintained between the Office of Logistics and the Department of Defense, the development of liaison methods and procedures by Staffs and Divisions will be based on the following logistics policy guidance which will be revised as experience dictates:

a. The concurrence of the Director of Logistics will be obtained prior to undertaking discussions relating to the development of CIA logistics policy.

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b. Accurate information will be maintained concerning the title and function of the Department of Defense activity or command with which liaison is established. *OK*

c. To ensure liaison continuity, programs will be developed in such a manner as to ensure that security clearances and appropriate briefings are made prior to the occurrence of personnel changes in established Department of Defense contacts. *OK*

d. The attached liaison control plan signifies the Office of Logistics Staff or Division having primary liaison interest with the Department of Defense activities indicated. Office of Logistics Staffs and Divisions having a secondary or ad hoc liaison requirement with the Department of Defense activities indicated will coordinate with the Staff or Division having primary interest prior to effecting liaison on a new subject and will thereafter keep the primary Staff or Division informed of any important or peculiar developments. (See Attachment) *Not possible*

There are Liaison contacts indicated on the attached Liaison Control Plan for which no clearance exists. The Office of Logistics Staff or Division with primary interest will initiate the appropriate security clearance action. When a Staff or Division desires to establish a new liaison contact not listed in the attached Liaison Control Plan, the requirement will be coordinated with the Assistant Director of Logistics.

4. Staff and Division Chiefs will initiate a program for maintaining appropriate liaison on a routine basis. Where the Department of Defense activity or command is located outside the Washington area, appropriate instructions will be issued to Agency Logistics representatives in that area. In the event there is no Agency Logistics representative in the area concerned, arrangements will be made to ensure that the appropriate courtesy call is undertaken during the next visit to the activity or command by a representative of the Office of Logistics. Staff and Division Chiefs will be prepared to report on the status of this program at the 3 July 1956 Office of Logistics Staff Meeting, and quarterly thereafter.

  
Acting Director of Logistics

Attachment

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